

Approved For Release 2006/12/08 : CIA-RDP78-00487A000100150003-4

ADMINISTRATIVE - INTERNAL USE ONLY

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## RECORDS MANAGEMENT PROGRAM

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# RECORDS CONTROL SCHEDULE FOR THE

DIRECTORATE OF ADMINISTRATION

REGULATIONS CONTROL STAFF



MORI/CDF

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RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records Disposition Authorizations granted by the U.S. Congress the attached Records Control Schedule 14-74 for the Regulations Control Staff, DDA, is approved and implementation of the disposition instructions contained therein is authorized. This revision supersedes Records Control Schedule 14-58.

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Preparation:

Review:

2 Dec 1974  
Date

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RECORDS CONTROL SCHEDULE		CLASSIFICATION	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO.
OFFICE, DIVISION, BRANCH		ADMIN-IUO	14-58	14-74
Regulations Control Staff, Administration			DATE(S)	1974
Directorate (14-58 - Deputy Director Support - Regulations)			195	
TYPE CONCURRENCE OFFICER'S NAME AND TITLE		STAT		
Chief, Regulations Control Staff				
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
14-58 12	1	REGULATIONS SUBJECT FILES  This file contains material which reflects the policies and procedures as they relate to regulations in general. The files also contain copies of correspondence and memoranda pertaining to general administrative and housekeeping functions of the staff. Filed by subject title.  a. Documentary material  b. Administrative type material	1          1	Permanent. Disposal not authorized. Retain in current files area indefinitely. Transfer to Records Center when no longer needed in current files area.          Temporary. Destroy after one year. Cut off at the end of each year and destroy one year thereafter.
14 & 15	2	AGENCY REGULATIONS BACKGROUND FILES  Consists of all regulatory material proposed for publication. File includes all drafts, correspondence, concurrence, non-concurrence, comments, authentication, plus final printed documents, and other pertinent data relating to the history of each publication. Filed by issuance number.  a. Active file	1	Permanent. Materials are put into closed file when issuance is published

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION ADMIN-TUO	VOLUME	DISPOSITION INSTRUCTIONS
		b. Closed file	3	Permanent. Maintain a six month's level in current files area then transfer to Agency Archives to hold for six months then microfilm. Destroy paper copy when film is found to be satisfactory. Send silver original camera master (positive or negative) plus one diazo, vesicular, or silver reference copy to the Agency Archives to replace paper copies.
17	3	c. Office reference copies of microfilmed closed files  REGULATORY ISSUANCES FILE  These constitute the Agency record copies of published regulatory issuances. They include the current and obsolete (rescinded and expired) copies; are maintained in manuals and filed according to issuance number. (These duplicate records in item 2b of this schedule except they contain original notes of extension periods and office confirmations not contained in 2b copies. The two records series serve two different purposes.)	1.5	Temporary. Retain in current files area indefinitely for reference. Destroy when no longer needed.
18	4	INDEX CARD FILE  Consists of 3x5 cards containing the subject and reference number to current published issuances. File is used in answering inquiries about subject content and in preparing a published index for Agency-wide use.	5	Permanent. Disposal not authorized. Retain in current files area indefinitely for reference. Transfer to Agency Archives when no longer needed in current files area.
			2	Temporary. Destroy cards when publication is superseded or becomes obsolete.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
		ADMIN-IUO		
19	5	<b>PUBLICATIONS CONTROL CARD</b>  Consists of Form 574, Publications Control, a visible index card which serves as a perpetual inventory of each numbered Agency issuance. Card contains abstract of history of each issuance and is used as a ready reference. Cards are also used as the master control of assigned numbers and to record retirement to the Agency Archives. Filed numerically.	5	Permanent. Disposal not authorized. Retain in current files area indefinitely. Transfer to Agency Archives when no longer needed in current files area.
22	6	<b>SUPPLEMENTAL DISTRIBUTION FILE</b>  These are extra copies of current regulatory issuances used to fill supplemental requests, held in headquarters in addition to those stored in the Records Center. Filed by issuances number and segregated by headquarters and field.	1	Temporary. Destroy all extra copies when issuance becomes obsolete (rescinded or expired).
13	7	<b>COURTESY COPIES</b>  These constitute advance notice which is forwarded to the staff whenever a revision or new regulation has been drafted. Maintained for reference purposes and in planning activities for the staff. Filed by issuance number or subject.	1	Permanent. Disposal not authorized. Incorporate with background material when a job file is initiated.
20	8	<b>DISTRIBUTION CONTROL FILE</b>  Consists of a record used to control the initial distribution of Agency regulatory issuances. Information recorded indicates offices to which distribution is made, date, number of copies, and also number of copies held in reserve. Filed numerically under each category series.	1	Temporary. Destroy when no longer needed for reference purposes. (Per NARS, these are purely for administrative control and have no permanent value.)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION ADMIN-IUO	VOLUME	DISPOSITION INSTRUCTIONS
16		COORDINATION COPIES			Deleted as no longer maintained.
21		"CONTROLLED DISTRIBUTION" ACCOUNTABILITY FILE			Deleted as no longer maintained.
23		REPRODUCTION REQUISITIONS			Deleted as no longer maintained.
24		INDIVIDUAL SUSPENSE FILES			Deleted as no longer maintained.
25		CLASSIFIED MAIL RECEIPTS			Deleted as no longer maintained.

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